

Bedford County Department of Finance

200 Dover Street, Suite 102
Shelbyville, TN 37160
(931) 685-2024 FAX (931) 680-1029

Request for Proposal

**Dish Machine for Liberty School
Bedford County School Nutrition
Bid No. 17-14**

The Bedford County Department of Finance is requesting proposals for a Dish Machine for Liberty School for Bedford County School Nutrition. **Sealed bids will be received until 2:00 p.m., Wednesday, November 30, 2016**, in the office of the Bedford County Department of Finance and will be opened publicly at that time. The Department of Finance reserves the right to reject any and all bids and waive any irregularities for the purpose of ensuring that the award given is in the best interest of Bedford County. Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.

GENERAL BID TERMS AND CONDITIONS

Proposals from all responsible bidders will be considered. To qualify as a responsible bidder, the proposal submitted must:

- 1. Meet or exceed the minimum requirements specified.**
- 2. Furnish all documents requested by the representative of the Bedford County Department of Finance prior to and following the bid opening.**
- 3. Submit their completed bid prior to the bid opening date and time.**
- 4. Have bid name and bid number placed on the outside lower left corner of the sealed envelope containing the bid form. (Facsimile bids will not be considered.)**

Award

A purchase order from the Bedford County Department of Finance will be issued to the successful bidder acknowledging the award. A copy of these terms and conditions, specifications and the vendor's proposal form will become a part of the purchase order.

Prospective bidders may contact Janet Clarkson at School Nutrition at 931- 684-3284, ext. 2209, for any questions as to the specifications of the bid.

Lowest and/or best bid will be awarded.

Other Considerations

Bedford County Department of Finance reserves the right to purchase only those bid items and quantities that conform to overall budgetary, functional, and performance constraints.

The terms of this bid will be extended to other local government agencies, other municipalities, and Boards of Education. Bedford County is responsible only for purchases made and received by Bedford County.

INSTRUCTIONS TO BIDDERS

All Proposals are to be made be on the Proposal Form provided. Bids must be delivered in hand or by a mail service in a sealed envelope marked on the outside lower left corner, **Bid No. 17-14 Dish Machine for Liberty School.** Bids will be received and opened on **Wednesday, November 30, 2016, at 2:00 p.m.** **Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.**

Proposals are to be made complete in every detail as required and called for by said Proposal Form. Proposals that are incomplete, conditional, contain irregularities of any kind, or which are not in accord with the Instructions to Bidders and Proposal Form furnished by the Department of Finance may be rejected as informal.

The submission of a proposal will signify that the Bidder has thoroughly familiarized himself with all conditions and that he fully understands what will be expected of the successful bidder.

The Department of Finance reserves the right to reject, without liability whatsoever, any or all bids submitted, and waive informalities therein, if deemed by the Department of Finance for their best interest to do so.

SPECIFICATIONS

1. If you have any questions on this proposal, contact Janet Clarkson, School Nutrition Supervisor at (931) 684-3284, ext. #2209. In addition, interested bidders MUST visit the site by first contacting and setting up an appointment time with Janet Clarkson.
2. Bidder shall include specification sheets for equipment being bid when submitting bid form.
3. The successful bidder will provide training of all equipment free of charge and within two weeks of installation.
4. Successful bidder shall furnish 2 repair parts and maintenance manuals for the equipment awarded.
5. The name of a certain brand, make, manufacturer, or definite specifications is to denote the quality to the specific brand, make, manufacturer or specifications named; it is to set forth and convey to prospective bidders the general style, type, character and quality of article desired. Any other brand, make of material, device or equipment which is recognized to be equal of that specified, considering quality, workmanship, and economy of operation and is suitable for the purpose intended, shall be considered responsive to the specifications.
6. Equipment furnished by successful bidder is to be new and free from all defects whatsoever in the materials and workmanship of the equipment. Awarded bidder to remove and haul away existing dish machine and booster heater, as well as deliver, uncrate and install new dish machine including all plumbing and electrical. Modify vent duct if needed. Warranty should start from date of installation.
7. The successful vendor shall guarantee all equipment for a period of at least 3 years from the date of installation. If within the first year of operation, after 3 service calls, any piece of equipment that is still found to be defective or deficient, shall be replaced with a new identical unit, or removed at the vendor's expense and the cost refunded to the Bedford County School Foodservice Department, whichever the school district chooses.

Regulation Compliance

1. All contracts awarded in excess of \$10,000.00 by grantees and their contractors or sub-grantees shall comply with Executive Order 11246, entitled "Equal Employment Opportunity," as Amended by Executive Order 11375, and supplemented by the Department of Labor regulations (41 CFP, Part 60).
2. Bidders must comply with mandatory standards and policies related to energy efficiency which are contained in the State Energy Plan issued in compliance with the Energy Policy and Conservation Act (PL 94-163, 89 Stat. 871).
3. Positive efforts will be made to involve minority and small businesses.
4. A Certificate of Debarment/Suspension must be signed for all contracts over \$25,000.00.
5. All property or services furnished must comply with all applicable Federal, State, and Local laws, codes and regulations.

Records

All contractors are required to retain all books, records, and other documents relative to this agreement for three (3) years after final payment and all other pending matters are closed. Contractors must agree that the School Food Authority, the State Agency, the United States Department of Agriculture, or Comptroller General may have full access to any books, documents, papers, and records of the Contractor which are directly pertinent to all negotiated contracts. If an investigation or audit is in progress, records shall be maintained until stated matter is closed.

Scope of Work

Awarded bidder to remove and haul away existing dish machine and booster heater, as well as deliver, uncrate and install new dish machine including all plumbing and electrical. Modify vent duct if needed. Dish machine should be cleaned and operational when complete. Bidders should request a site visit prior to bid by contacting Janet Clarkson, School Nutrition Supervisor, at 931-684-3284 or 931-580-8700 or via email at clarksonj@bedfordk12tn.net.

Non Discrimination Statement

In accordance with Federal Civil Rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities make contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410:
- (2) fax: (202) 690-7442; or
- (3) e-mail: program.intake@usda.gov.

This institution is an equal opportunity provider.

DISHWASHER, CONVEYOR TYPE

Jackson WWS Model RACKSTAR 66CE Dimensions: 69(h) x 64(w) x 30(d) or *EQUIVALENT*

RackStar 66 Dishwasher, conveyor type, high temperature sanitizing with electric tank heat, single tank design, 22" pre-wash, approximately (223) racks/hour capacity (0.35 gallons per rack), fully automatic including auto-fill, adjustable conveyor speed, 19-3/4" clearance, digital temperature readout, double-wall insulated doors on front, EnergyGuard™ controls, Dual Rainbow Rinse™ - Econo (0.35 gpr) or Turbo (0.51 gpr), vent fan control, strike plate table limit switch, splash shields, stainless steel construction, adjustable bullet feet, 3 HP pump, 1/4 HP conveyor, NSF, cETLus, ENERGY STAR®

- 3 year parts & labor warranty, continental USA
- Left to right operation
- 15kw wash tank heater, standard
- 460V/60/3-ph, 22.1 amps
- Model CREW-OBH-70 Onboard Booster Heater, 70° rise, 18.0 kW (RackStar™ 44 & CREW models only)
- Single Point Connection with onboard booster (Tank heat, onboard booster, pumps, motors & controls)
- Model SL-23UH Side Loader, 23" un-hooded
- Model 05700-002-88-07 Table limit switch with strike plate (unmounted) (standard)

Certification Regarding Debarment,
Suspension, Ineligibility and Voluntary
Exclusion
Lower Tier Covered Transactions

(Before completing certification, read instructions on the next page.)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its Principals is presently debarred, suspended, proposed for debarment, declared ineligible, or Voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this Certification, such prospective participant shall attach an explanation to this proposal.

Organization Name

Bid Number

Name(s) and Title(s) of Authorized Representative(s)

Signature(s)

Date

Instructions for Certification

(1) By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.

(2) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

(3) The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(4) The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

(5) The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

(6) The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

(7) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.

(8) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(9) Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies including suspension and/or debarment.

PROPOSAL FORM

TO: Bedford County Department of Finance
200 Dover Street, Suite 102
Shelbyville, Tennessee 37160

Re: Bid No. 17-14

Gentlemen:

Having examined the specifications for a **Dish Machine for Liberty School**, we (I) submit the following proposal:

Brand _____

Model _____

Cost _____

(includes delivery, setup, installation, training, etc.)

Company Name: _____

Mailing Address: _____

Signature and title of bidder: _____

Date: _____

Telephone Number: _____

Email: _____